

Formal Complaint Letter for Negligent Service

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name or Title]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Subject: Formal Complaint Regarding Negligent Service

Dear [Recipient Name or "Sir/Madam"],

I am writing to formally bring to your attention my dissatisfaction with the service I received from your company, specifically on [date(s) of service]. Despite my expectations of professionalism and quality, I encountered negligent service that has caused considerable inconvenience and concern.

To provide context, I engaged your company for [describe the specific service]. However, I experienced the following issues: [list and describe the negligent actions or omissions, mentioning names of staff involved if applicable, and referencing any supporting documents or evidence, such as receipts, emails, or photographs].

As a result of this negligence, I have suffered [explain the impact, such as financial loss, emotional distress, disruption, etc.]. I believe this situation requires immediate attention and corrective action.

To resolve this matter, I request [state your desired resolution-refund, re-service, compensation, apology, etc.]. I trust you will treat this complaint seriously and respond within [reasonable timeframe, e.g., "14 days"].

I have attached copies of relevant documents to support my complaint. Please let me know if you require any further information.

I look forward to your prompt response and a satisfactory resolution to this matter.

Sincerely,
[Your Name]